



COLLEGE OF
NURSING
UNIVERSITY OF UTAH

Doctor of Nursing Practice Program Policy and Progression Manual 2021-2022

Please Note: Information contained herein is subject to change without notice.
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Welcome from the Dean

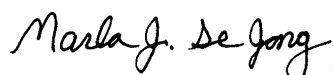
Welcome to the Doctor of Nursing Practice (DNP) program at the University of Utah College of Nursing! I am delighted that you chose to continue your education as a doctoral student in our college. Each of our DNP specialty tracks – Adult/Gerontology Acute Care, Neonatal, Nurse Midwifery, Primary Care (Adult/Gerontology, Family, and Pediatric), Psychiatric Mental Health, Women’s Health, dual Nurse Midwifery and Women’s Health, Direct Care, Organizational Leadership, and dual DNP-PhD – offer specialized knowledge and competencies for fulfilling your professional nursing career goals.

You will find that the College of Nursing is welcoming, dynamic, and dedicated to student success. The DNP program focuses on preparing leaders and practitioners who will develop and deliver care that meets the needs of individuals, communities, and populations in today’s complex healthcare environment. Programs of study begin with advanced level core courses and build toward specialty-focused courses that include inter-professional activities and clinical experiences. Our DNP graduates are well-prepared to be successful practitioners, as evidenced by a consistent combined specialty pass rate greater than 99% for Advanced Practice Registered Nurse certification. Nationally known for their expertise as educators, scholars, and clinicians, College of Nursing faculty are eager to facilitate your educational journey and help you achieve your educational goals.

It is important that you be familiar with College of Nursing policies, procedures, and resources. Accordingly, I trust that this policy and progression manual will be a comprehensive and useful reference as you progress through your program of study. In particular, I draw your attention to content related to progression in the DNP program, professional behavior, academic integrity, and student services and resources within the college and university.

College of Nursing faculty have planned an exceptional learning experience for you. All the best for a successful program of study!

Kind Regards,



Marla J. De Jong, PhD, RN, CCNS, FAAN
Dean, College of Nursing
Professor

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CONTACT INFORMATION

DNP SPECIALTY TRACK DIRECTOR

The role of the Specialty Track Director is to provide leadership for faculty, students, and staff who participate in each individual track. The Track Director assists the recruitment and retention of students and oversees program implementation and evaluation including curriculum, policies, and procedures. In addition, the Track Director provides guidance to students in the track for successful progression across the program and advice should issues or difficulties arise.

The individual DNP Specialty Track Directors:

Adult/Geron Acute Care NP	Denise Ward, DNP, A/GACNP, FNP	denise.ward@nurs.utah.edu
Midwifery / Women's Health NP	Jessica Ellis, PhD, CNM Erin Cole, DNP, CNM, WHNP	jess.ellis@nurs.utah.edu erin.cole@nurs.utah.edu
Neonatal NP	Kim Friddle, PhD, NNP	kim.friddle@nurs.utah.edu
Post-Masters to DNP	Teresa Garrett, DNP, MPH	teresa.garrett@nurs.utah.edu
Primary Care Adult/Geron Family Pediatric	Valerie Flattes, PhD, ANP Tek Kilgore, DNP, FNP Robert Sylvester, DNP, PNP	valerie.flattes@nurs.utah.edu tkilgore@shs.utah.edu robert.sylvester@nurs.utah.edu
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STUDENT SCHOLARSHIP AND FUNDING ADMINISTRATOR

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WELCOME

On behalf of the administration, faculty, and staff at the College of Nursing we congratulate you on your choice to study at the University of Utah and wish you every success in your career. The MS Policy and Progression manual, along with the [Graduate Catalog](#), and specialty track information will help to make your graduate experience successful. Please refer to these resources regularly as information may change.

COLLEGE OF NURSING MISSION AND VISION

The University of Utah College of Nursing supports the mission and vision of the University and is an integral part of the Health Science Center. We serve the public by improving health and quality of life through excellence in nursing education, research, and clinical care.

MISSION STATEMENT

To advance health through excellence in nursing, gerontology and interdisciplinary teaching, research, practice, and service.

VISION STATEMENT

To develop leaders in nursing and health care whose actions, discoveries and voices strengthen and advance the health of individuals and communities worldwide

ACCREDITATION

- The Northwest Commission on Colleges and Universities (NWCCU) accredits the University of Utah, including the degree programs it offers (<https://nwccu.org/>).
- The Commission on Collegiate Nursing Education (CCNE) also accredits the College of Nursing's Baccalaureate, Masters and Doctor of Nursing practice programs (<https://www.aacnnursing.org/CCNE>).
 - Baccalaureate programs have received accreditation through December 2031
 - Masters of Science program has received accreditation through December 2031
 - Doctor of Nursing Practice program has received accreditation through December 2026
- The Nurse-Midwifery specialty track has additional accreditation from Accreditation Commission for Midwifery Education (ACME) through 2026 (<https://www.midwife.org/accreditation>).
- The College of Nursing is a participant of Western Interstate Commission for Higher Education (WICHE) in Nursing and the American Association of Colleges of Nursing (<https://www.wiche.edu/>).
 - Participation in WICHE means that residents of the following western US states may qualify for in-state tuition through the Western Regional Graduate Program: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Washington, Wyoming, the Commonwealth of the Northern Mariana Islands, or Guam. More information is available on the College of Nursing website.

DOCTOR of NURSING PRACTICE PROGRAM OUTCOMES

Graduates from the DNP will:

- Integrate nursing science with knowledge from ethics, the biophysical, psychosocial, analytical, and organizational sciences to provide the basis for advanced nursing practice.
- Provide, manage and evaluate care of individuals and populations using evidence-based concepts related to physiology, pathophysiology, pharmacology, as well as community, environmental, cultural and socioeconomic dimensions of health.
- Demonstrate advanced levels of clinical judgment and decision-making, systems thinking, and accountability in designing, delivering, and evaluating evidence-based care.
- Develop and evaluate initiatives that will improve the quality of care delivery
- Analyze and communicate critical elements necessary to the selection, use, and evaluation of healthcare information systems and patient care technology
- Actively engage in interdisciplinary collaborations aimed at improving healthcare delivery, care coordination, and policy.
- Demonstrate professionalism, value lifelong learning and recognize the need to adapt practice to changing social, political, and global healthcare environments.

The College of Nursing is committed to diversity, equity, and inclusion and to establishing an environment that is welcoming to all students, staff, faculty, and the community. Diversity and inclusiveness, independent inquiry, and collegiality form the fabric of everyday life for faculty, staff, and students. For more information, please visit the College of Nursing website:

<https://nursing.utah.edu/commitment-diversity>

Specialty track competencies, as delineated by national specialty nursing organizations, are incorporated into didactic and experiential learning opportunities needed for specific roles. Please ask the specialty track directors for information about the specific objectives and Core Competencies for your specialty area.

ACADEMIC PROGRAM INFORMATION

STUDENT SERVICES

Students have a designated program manager in the College of Nursing Student Services and Academic Programs Office (<https://nursing.utah.edu/student-services>). The program manager will help to navigate University of Utah policies and procedures and connect students to College of Nursing and University of Utah resources. Program managers keep students informed of important information related to progression and graduation. The Virtual Advising/DNP Lounge, found on the Canvas homepage, is an information resource hub for timely announcements, forms, and deadlines.

Academic calendar deadlines: <https://registrar.utah.edu/academic-calendars>

FACULTY ADVISING

Students have a faculty academic advisor, who is generally the Specialty Track Director or faculty designee. The advisor will meet with the student at regular intervals to review progress and tailor the plan of study, if necessary.

ASSESSMENT

Regular, formative assessment is the responsibility of the graduate student, Specialty Track Director, and faculty. Students are expected to keep all their written assignments for review during and at the end of the program, and to comply with all requirements, such as keeping records of student practicum hours.

Specialty Track Directors will ensure that each student in their specialty track has a formative evaluation at least once per academic year using the Academic Progress form. The Specialty Track Director, or faculty designee, will meet with the student for this evaluation. The student is responsible for bringing a copy of the most current grade transcript to the meeting for review. Specialty Track Directors, or designees, will review the transcript and summaries of the student's clinical performance (if appropriate), and complete the Academic Progress form.

DNP COURSE WORK

- Each specialty track has a program of study that the student is required to follow and complete. Deviations from the program of study must be approved by the track director and the DNP program committee.
- Course work in the program of study includes core courses in the College of Nursing, specialty courses for the track, and electives offered in the College of Nursing or other departments.
- Electives must be graduate-level courses or equivalent and must be approved by the student's Specialty Track Director
 - Elective courses may include independent study. Students who wish to register for independent study must identify a faculty member to supervise and provide the earned grade for the independent study
 - The student and faculty must develop a list of objectives and outcomes for the project
 - A request form for independent study can be obtained from your graduate program manager
- Students may use elective credits to obtain certification in a sub-specialty area relevant to their practice. The student's track director and the DNP Program committee must approve such requests.

CREDITS PER SEMESTER

Candidates for a graduate degree will not be permitted to register for more than sixteen (16) credit hours in any one semester. A minimum of nine (9) credit hours per semester is needed

for full-time status, except during the summer semester.

Students must register for a minimum of three (3) credit hours at the graduate level (6000 or higher) during the semester that they complete their scholarly projects. Students who fail to complete their project in the semester they defend will need to develop individual plans of study with their specialty track director.

MINIMUM CONTINUOUS REGISTRATION

Graduate students must maintain continuous registration (1 credit minimum at the graduate level) from the time of formal admission through the completion of requirements for the degree they are seeking unless granted an official leave of absence. If students do not comply with this continuous registration policy and do not obtain an official leave of absence, their records are inactivated. The regulations do not apply to summer term.

INCOMPLETE GRADES

A grade of Incomplete (I) may be given for work not completed because of circumstances beyond the student's control, providing the student is passing the course and has completed at least 80% of the work required for the course. Arrangements must be made between the student and the faculty concerning completion of the work. If incomplete work has not been finished and a grade has not been reported within the calendar year after the incomplete grade was given, the incomplete (I) grade is changed to a failing (E) grade by the Registrar's Office. Students on a Leave of Absence must adhere to this timeline.

ABSENCES

Do not plan vacations during the semester. If you must miss class or practicum due to a family or personal emergency, please notify the respective instructors and supervisors. If there are extenuating circumstances that require a prolonged absence, (a week or more) please make arrangements with faculty instructors, supervisors, the Specialty Track Director, and clinical agency supervisors. It is at the discretion of the course faculty whether or not make-up work will be permitted.

College or University sanctioned absences (such as attendance or presentation at an approved professional conference) may allow for "reasonable adjustments, modifications or adaptations" by course instructors, to allow the student the opportunity to make up missed course requirements, assignments and examinations. Such absences must follow the College of Nursing Co-Curricular Absence Policy and receive approved in advance by the Specialty Track Director and Assistant Dean for the MS & DNP Programs using the College of Nursing Sanctioned Co-Curricular Activity form (found on Pulse).

LEAVE OF ABSENCE

A student wishing to discontinue study for one or more semesters must file a request for Leave of Absence through the College of Nursing Student Services and Academic Programs Office. A Leave of Absence (LOA) is a period of non-enrollment when a student is not required to pay

tuition and fees and is not considered to be working towards the degree. LOA must be approved by the Specialty Track Director and the Assistant Dean for MS & DNP programs. The duration of a LOA may vary but may not exceed one year.

The College of Nursing reserves the right to deny a LOA request. An LOA does NOT extend the time period for finishing an incomplete. The LOA is void if a student registers for classes in a semester for which a leave was granted.

Leaves are granted for a maximum of one academic year at a time. Leaves of Absence (LOA) are only granted for extenuating and unusual circumstances. *Requests for leaves of absence may be granted for up to one year* for circumstances related to:

- a serious health condition of the student or family member,
- parental leave to care for a newborn or newly adopted child,
- a call to serve in military service
- Pregnancy
 - *Students who experience a medical condition associated with their pregnancy and need accommodations recommended by their medical provider, should contact the University's Title IX Coordinator, who will work with the student cognizant faculty, and administration to determine what accommodations are reasonable and effective.*
- other compelling reasons that the student's department believes is in the best interests of both the student and the University.

The process for requesting a LOA is the following. The student should:

- Meet with the Specialty Track Director and the Program Manager to discuss the LOA and set expectation for return to the program of study
- Complete and sign the form provided by Program Manager
- Give form to Specialty Track Director who will sign and forward form to the Assistant Dean for MS & DNP program
- The LOA forms will be submitted to the registrar's office by the Program Manager

The form requesting a leave of absence for a current semester must be completed and received in The Office of the Registrar by the last day of classes of that semester. Leaves of absence are not granted retroactively. Students must officially withdraw from classes in any semester for which a leave is granted; failure to formally withdraw results in the reporting of E or EU grades for all classes. For more information about official withdrawal, see [Grading Policies](#) in the Undergraduate Information section of this catalog.

The period during which a leave of absence is granted does not count toward the period allowed to complete the degree. Leaves are granted for a maximum of one year at a time and may be renewed by submitting a new form to The Office of the Registrar. The leave of absence is void if a student registers for classes in a semester for which a leave was granted.

TRANSFER OF GRADUATE CREDIT

Per University of Utah policy, no more than six (6) semester hours may be transferred from other institutions for graduate credit. The Specialty Track Director must approve transfer credits. Credit may be applied toward fulfillment of graduate degree requirements, provided the transferred courses are passed with a B- or higher grade, are graduate level courses, and are taken within five (5) years. Courses taken for credit/no credit are not transferable.

REQUEST TO CHANGE SPECIALTY TRACK

Students wishing to switch to a different specialty track must submit a completed application for admission to the College of Nursing for the next admission cycle. Students will be reviewed for admission to a different specialty track with the pool of incoming applicants.

CREDIT/NO CREDIT

Some courses are graded as credit/no credit, and other courses have options for credit/no credit grading. In considering the option of credit/no credit, graduate students are reminded that it is often important to receive letter grades to build their GPA. This is especially important if the student applies for fellowships or traineeships on a competitive basis or transfers to another institution. See the University of Utah General Catalog for more information on credit/no credit courses

POLICY ON LATE WORK

No late work will be accepted. It is the student's responsibility to ensure that all work is submitted SUCCESSFULLY in the correct format by the identified due date and time. The student is responsible for contacting faculty prior to an extenuating circumstance or situation and it is the faculty's discretion to decide if make-up work will be given.

GRADE REQUIREMENTS AND CRITERIA FOR PROGRESSION

1. Letter grades of "B-" or better are required in all graduate nursing courses
2. Failed courses
 - a. A maximum of 2 courses with a failed grade ("C+" or below grade) are allowed to be repeated
 - b. Each course must be repeated the first available semester
 - c. A failed course can be repeated one time only
3. Maintain a 3.0 GPA throughout the program
 - a. Students falling below a 3.0 have 1 semester to bring the GPA up to 3.0
4. All didactic and clinical courses must be completed satisfactorily before advancement to the next courses in sequence. Alterations in the set program of study must be pre-approved by the DNP Program committee before the student may proceed.
5. Incomplete ("I") grades in didactic courses may not be carried over from one course to the next didactic course in the progression sequence. If the course awarded an incomplete is a prerequisite for a subsequent course, the student must complete the course before proceeding. This policy supersedes the University policy regarding incomplete grades.

The following is the official College of Nursing grading scale used in the DNP program.

Percentage of Total Possible	Letter Grade
95-100%	A
90-94%	A-
87-89%	B+
84-86%	B
80-83%	B-

SUPERVISORY COMMITTEE

A supervisory committee monitors the general progression of graduate students. The supervisory committee consists of the Specialty Track Director, the Assistant Dean of MS & DNP Programs, and scholarly project chair. In the event that two of these members are the same, the Associate Dean for Academic Programs will be the third member. Supervision of the student's progress is the responsibility of the Specialty Track Director.

DEGREE REQUIREMENTS

The College of Nursing graduate programs of study include all the didactic and clinical requirements necessary for the awarding of the graduate degree and eligibility for certification and licensing (where applicable). Course work must be completed within seven (7) years. Baccalaureate prepared nurses who are candidates for graduate degrees in the College of Nursing must accumulate the minimum number of credits specified in the plan of study for their specialty concentration. Please refer to your specific specialty track programs of study for information about additional requirements.

Graduate students who have a nursing degree must be licensed to practice as a registered nurse or advanced practice registered nurse in one of the National Council of State Boards of Nursing (NCSBN) jurisdictions. The Advanced Practice Nurse Curriculum Committee must approve any exceptions to the licensure requirement.

CLINICAL PRACTICUM REQUIREMENTS

Each specialty track requires completion of clinical practicum courses, focusing on direct and indirect clinical patient care. Clinical practicum experiences needed for specific roles in specialty areas are delineated by national specialty track nursing organizations. In addition, the DNP program of study includes clinical experiences related to the DNP Essentials. For example, students will actively engage in activities that demonstrate leadership in various projects, such as quality improvement, and change in health care policy or clinical practice guidelines. These clinical hours in leadership are completed as part of the specialty track practicum courses. A minimum of 1000 hours of clinical experience is required for the DNP degree, which includes both direct and indirect patient care, and leadership hours combined. Your Specialty Track Director and specialty track faculty will direct your engagement in clinical hours.

OUT-OF-STATE DNP CLINICAL EXPERIENCES

Requests for consideration of clinical placement outside the state must be made through the appropriate Specialty Track Director. Please review the liability and malpractice issues that pertain to out of state clinical experiences. All clinical placements, including out- of-state placements require an active contract with the clinical site/facility, established in advance of the placement. Contractual arrangements in some states and clinical sites may not be legally or financially feasible.

SCHOLARLY PROJECT

Candidates for the Doctor of Nursing Practice degree must complete a scholarly project. This experience provides an opportunity to demonstrate synthesis of course content, expansion of knowledge and advanced practice, and is intended to be the foundation for future and scholarship and clinical practice. By completing the project, students build and assimilate knowledge and skills necessary for an advanced practitioner with a doctoral degree.

A doctoral prepared faculty from the College of Nursing will chair the scholarly project. One or more content experts will be selected by the student and approved by the project chair. The chair and content experts have the responsibility for assisting the student in developing and completing their project. In consultation with the content experts, and the supervisory committee, the project chair approves the successful completion of the project.

Projects span three semesters (6 credit hours). Steps in the process include identifying a problem and developing a concept, synthesizing the literature, developing a method, implementing the project, analyzing and summarizing the findings. Final projects will be presented at a poster session. Examples of projects are available in the Eccles Health Science Library.

Note: All students collecting data from human subjects must seek approval from The Institutional Review Board of the Health Science Center BEFORE collecting data. More information at <https://irb.utah.edu/submit-application/>

GRADUATION

Students who successfully complete their plan of study and scholarly project are eligible for graduation. To officially graduate from the University of Utah, all work must be completed according to the deadlines in the calendar on the University of Utah Graduate school website: www.gradschool.utah.edu. Exceptions may occur when courses are completed summer semester following convocation. The Specialty Track Director, the Assistant Dean of MS/DNP Programs, or the Associate Dean for Academic Affairs must approve exceptions.

Graduation applications are required to be submitted by the student by the deadlines established by the University. Applications and additional information can be found at <https://registrar.utah.edu/handbook/graduategraduation.php>. After the application has been submitted, your personal graduation information section on the Campus Information System will be updated.

APRN LICENSURE

Eligibility for taking the licensing examination is dependent upon completing all graduation requirements of the College of Nursing and the University of Utah. Information regarding APRN Licensure can be found at <http://www.dopl.utah.gov>.

ACADEMIC POLICIES AND GUIDELINES

The University of Utah Code of Student Rights and Responsibilities (Student Code) has seven parts: General Provisions and Definitions, Student Bill of Rights, Student Behavior, Student Academic Performance, Student Academic Conduct, Student Professional and Ethical Conduct, and Student Records. The purposes of the Student Code are to set forth the specific authority and responsibility of the University to maintain social discipline, establish guidelines that facilitate a just and civil campus community, and outline the educational process for determining student and student organization responsibility for alleged violations of University regulations. University policies have been designed to protect individuals and the campus community and create an environment conducive to achieving the academic mission of the institution. The Student Code is at <https://regulations.utah.edu/academics/6-400.php>.

RIGHTS AND RESPONSIBILITIES

The University of Utah is fully committed to policies of equal opportunity and nondiscrimination. University policy prohibits any form of discrimination, harassment or prejudicial treatment on the basis of age, race, sex, sexual orientation, gender identity/expression, color, national origin, religion, status as a person with a disability or status as a veteran.

The University of Utah College of Nursing will provide an educational environment that facilitates and enforces behaviors and attitudes of mutual respect between faculty and student learners.

Students have a right to support and assistance from the College in maintaining an environment conducive to thinking and learning. University teaching reflects considerations for the dignity of students and their rights as persons. Mistreatment in the course of teacher-learner environments will not be tolerated. Examples of behaviors or situations that are unacceptable include, but are not limited to:

- Discrimination based on race, color, national origin, religion, sex, sexual orientation, gender/identity expression, protected veteran status, genetic information, age, or disability
- Sexual harassment
- Unwanted physical contact
- Verbal abuse, profanity or demeaning comments
- Inappropriate or unprofessional criticism which belittles, embarrasses, or humiliates a student

- Unreasonable requests for a student to perform personal services
- Grading used to punish or reward a student for non-academic activities rather than to evaluate performance
- Requiring students to perform tasks beyond their level of competency without adequate supervision

Feedback is a necessary part of the educational process. When students fail to meet educational standards, appropriate constructive comments are necessary. An evaluation that is corrective is not, by definition, abusive. However, feedback should be given in such a way as to promote learning and avoid humiliation.

PROCEDURES TO ADDRESS DISCRIMINATION OR MISTREATMENT

Any student who feels that s/he may have been subjected to abuse, illegal discrimination, harassment or mistreatment of any kind has the right to seek remedy through any one of multiple options. The University of Utah will ensure that this process shall be free of retaliation. The student has both informal and formal options available. Whenever possible, the student is encouraged, but not required, to seek remedy at the most informal level that will adequately and appropriately address the student's concerns.

Students may report their concerns about mistreatment to any course faculty, faculty mentor, Student Services program manager, or Executive Director, Specialty Track Director or Assistant Dean. In addition, students may alternately report concerns of mistreatment to the ombudsman's office (<https://academic-affairs.utah.edu/office-for-faculty/facultyombuds/>). These individuals will coordinate the mistreatment report and investigation with the Office of Student Services, who centrally monitors all reports of mistreatment.

Students may meet with the individual involved in the complaint and come to an informal, mutually agreed upon resolution of the problem. The student may wish to bring a representative of the College (Student Services, Specialty Track Director, Assistant Dean) to aid in dispute resolution. Unless required by law or University policy, there will not be a written record made concerning a matter that is resolved directly between the complainant and the alleged offender.

Allegations of illegal discrimination or sexual harassment must be referred to the Office of Equal Opportunities and Affirmative Action (OEO/AA) (<https://oeo.utah.edu/>). In all other incidents, once the student or student advocate has coordinated with the Office of Student Services with a formal written claim of mistreatment, the Assistant Dean will conduct a timely investigation of the facts, and will assist in any intervention deemed necessary for resolution of the problem. If so desired, the Assistant Dean may form an ad hoc advisory board consisting of faculty, residents and students who are not involved in the incident. The majority of complaints against faculty and clinical preceptors can be dealt with on a departmental basis, with feedback to the individual. Most complaints against a staff member can be handled with feedback from the Dean's office to the individual from their supervisor.

DISABILITY, INCLUSION AND ACCOMODATION

The College of Nursing wishes to ensure that access to its facilities, programs and services is available to all students, including students with disabilities (as defined by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008). Reasonable accommodations are provided to all students on a non-discriminatory basis consistent with the legal requirements as outlined in the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) or 1990 and the ADA Amendments Act of 2008.

A reasonable accommodation is a modification or adjustment to an instructional activity, equipment, facility, program or service that enables a qualified student with a disability to have an equal opportunity to fulfill the requirements necessary for graduation from the nursing program. IT IS THE RESPONSIBILITY OF THE STUDENT TO DISCLOSE THE DISABILITY. Learning disabilities are included in this Act.

PROCEDURES TO SEEK ACCOMMODATION

To be eligible for accommodations, a student must follow the processes outlined below:

- In order to establish the existence of a disability and to request a reasonable accommodation, students must contact the University's Center for Disability and Access (CDA) (<https://disability.utah.edu/>). The student must then follow the procedures of the CDA to document the existence and nature of the disability. The CDA will interact with the College of Nursing regarding possible accommodations but will not share the student's medical information with the College faculty or administration.
- Once the need for reasonable accommodation has been established, the CDA, in consultation with the student and identified faculty from the College, will determine the appropriate accommodations and these will be specified in a written document, signed by all parties. Accommodations must be appropriate to the setting and, in the clinical environment, must respect the requirements of the facility as well as the ability to meet technical standards and course objectives. Documents relating to the student's disability will be placed in a confidential file, separate from his/her academic records.
- If the student refuses a reasonable accommodation that is offered through this procedure and subsequently experiences academic difficulty, the student will be treated as any other student who experiences academic difficulty.
- A student may seek to establish a disability and request reasonable accommodation at any time before or after matriculation. The student should claim and establish the existence of a disability prior to the onset of academic problems. The College of Nursing has no obligation to remediate an academic failure from a claimed disability that was not brought to the attention of the College and addressed in a timely fashion.
- All claims and proceedings under this provision will be kept confidential to the extent provided by law and University policies. Dissemination of information related to the existence of a disability will be restricted to University administrators and faculty with a legitimate need to know this information; except as provided by law, no mention of the

student's disability will appear in any correspondence with external agencies unless the student specifically requests such disclosure in writing.

- The University of Utah has designated the following as its ADA/Section 504 Coordinator:
 - Director, Office of Equal Opportunity and Affirmative Action
201 S Presidents Circle, Rm 135
Salt Lake City, UT 84112
(801) 581-8365
oeo@uemail.utah.edu

The College of Nursing has designated as onsite OEO liaison:

Carrie Radmall, Executive Director of Student Services

801.587.3194

Carrie.radmall@nurs.utah.edu

PROGRAM INTERRUPTION/LEAVE OF ABSENCE

Students in good standing who interrupt their program of study for the reasons listed below shall notify, in writing, the appropriate program manager of their intent to withdraw and anticipated date of return. Notification is required prior to the intended semester of re-entry to assure proper placement. Re-entry into the program is **not** automatic and depends on space and availability of courses. Students must complete the program and university requirements in place at the time of re-entry or readmission.

Withdrawal from individual courses is according to University policy. To withdraw from the program, notification should be made in writing to the program manager. Students withdrawing from the program must meet with the program manager in Student Services prior to withdrawal.

For more information regarding leave of absence and the steps to request a leave of absence, see above.

PREGNANCY AND PARENTAL LEAVE

Recognizing that combining childrearing and nursing education is a unique challenge, the College of Nursing is committed to supporting pregnant and parenting students. The College of Nursing complies with Title IX of the Education Amendments Act of 1972 and does not discriminate against students on the basis of sex, which includes pregnancy or pregnancy-related conditions and parental status.

Reasonable accommodations will be made to allow pregnant and parenting students to fully participate in classes and clinicals throughout pregnancy or a pregnancy-related condition. A reasonable accommodation is one that does not cause undue hardship on the operation of the program, fundamentally alter the nature of the program, or cause significant expense for the department.

The College of Nursing will provide pregnant students, upon request, reasonable accommodations such as classroom space, elevator access, or reasonable time away from class for restroom trips without requiring confirmation from a medical provider.

The College of Nursing will accommodate limited “excused” absences for a medical issue due to pregnancy, childbirth or pregnancy-related conditions as specified in a provider’s note. Reasonable accommodations for a pregnancy, childbirth or pregnancy-related condition and any related medical illness, as with any other medical illness, may include a leave of absence, if it is determined that the fundamental nature of the course or clinical experience cannot be maintained due to the limitations set forth by the provider’s note. The student may not, for example, exceed the limitations of excused absences in a clinical course.

Students may request a formal Leave of Absence for a variety of reasons, including parental leave. A LOA is a period of non-enrollment when the student is not required to pay tuition and is not considered to be working towards the DNP degree. The duration of the LOA may vary but may not exceed one year.

The approach to accommodating parental leave outside the use of a limited “excused” absence or LOA will vary depending on where the student is in the curriculum when a birth or adoption occurs. Courses in the program of study are constructed in an integrated, longitudinal fashion with each course building upon the prior course. It is not possible for students to miss fundamental portions of a course and be prepared for subsequent curricular activities. For this reason, extended parental leave should be limited to the use of a leave of absence, as described above.

The College of Nursing will allow a student who has been on a medical leave of absence due to pregnancy, childbirth or pregnancy-related condition to return to the same academic status before the medical leave of absence began. Pregnant and parenting students are encouraged to work directly with their instructors. If a student feels they have experienced discrimination because of pregnancy or a pregnancy related condition or feel they have been denied a reasonable accommodation, they may contact OEO/AA at <https://oeo.utah.edu>.

- The College of Nursing will provide pregnant students, upon request, reasonable accommodations such as classroom space, elevator access, or reasonable time away from class for restroom trips without requiring written confirmation from a medical provider.
- The College of Nursing will accommodate excused absences due to pregnancy, childbirth, or pregnancy-related conditions as specified in the healthcare provider’s note detailing the duration of time needed for accommodations.

COLLEGE OF NURSING PROFESSIONAL GUIDELINES

The College believes that professional behavior is an integral part of each graduate student’s nursing education. Students are also asked to review the DNP Policy and Progression Manual and attest they agree to abide. By signing the DNP Program Policy and Progression Manual Attestation, you are agreeing to uphold all the standards of academic behavior and honesty as

identified in this policy and progression manual and the University of Utah student code. You are asked to review and sign the attestation within the first 2 weeks of the semester. The attestation is found as an assignment in the DNP's Virtual Advising Canvas Course.

PROFESSIONAL BEHAVIOR

The College of Nursing identifies unprofessional behavior as a cause for an academic dismissal. An academic action may be overturned on appeal only if the academic action was arbitrary or capricious (i.e., all of the important facts were not considered). The College believes that professional behavior is an integral part of each student's nursing education.

Unprofessional behavior is also defined in Section R156-31b-502 of the Utah Nurse Practice Act. The ANA Code for Nurses defines professionalism as follows:

- The nurse in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual unrestricted by consideration of social or economic status, personal attributes, or the nature of health problems.
- The nurse's primary commitment is to the patient, whether an individual family, group, or community.
- The nurse promotes, advocates for, and strives to protect the health safety and rights of the patient.
- The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
- The nurse owes the same duties to self as to others, including responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
- The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
- The nurse participates in the advancement of the profession through contributions to the practice, education, administration, and knowledge development.
- The nurse collaborates with other health professionals and the public in promoting community, national and international efforts to meet health needs.
- The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

CLASSROOM AND CLINICAL PROFESSIONAL BEHAVIOR

All students in the College of Nursing are expected to maintain professional behavior in both the clinical and classroom settings. This professional behavior includes, but is not limited to:

- Attending orientations, class and clinical.

- Taking exams as scheduled.
- Arriving and leaving class and clinical as scheduled.
- Adhering to the appropriate dress code when in clinical.
- Accepting responsibility for own actions.
- Dealing with others (peers, faculty, patients, and clients) in a respectful, sensitive and nonjudgmental manner.

Faculty members acknowledge that emergencies exist and will work with students in these situations as they arise. Note: emergencies do NOT include:

- Scheduling work or vacation during class or clinical or final exam times. (Missing class in order to work is not an excused absence.
- Non-emergent doctor or dental appointments.
- Being fatigued due to your own actions.
- Planning “special” events that interfere with class or clinical time.

EXPECTATIONS AND PROFESSIONAL STANDARDS

- Respect other’s space. No pagers or cell phones in class or clinical.
- Start and end class on time.
- Maintain a professional appearance and image.
- Assume accountability for preparation in class and clinical.
- Maintain constructive verbal and non-verbal behavior.
- Care for others in an empathetic manner.
- Display honest, open, respectful communication.
- Maintain confidentiality of all patient information.
- Promote teamwork and helping behavior for colleagues.
- Exhibit academic and personal honesty and integrity.
- Uphold personal and professional ethics.
- Respect all individuals’ differences (i.e., culture, ethnicity, religion, work experience, gender, age, sexual orientation, etc.).

CURRENT LICENSURE

The DNP student is expected to maintain a current RN license in Utah and remain in good standing. The DNP student is expected to notify the College of Nursing in the event an action against the student’s license should occurs.

COMMUNICATION BEHAVIOR EXPECTATIONS

Classroom equivalency: Online communications, including email, discussion threads, and chat rooms are equivalent to the classroom and are subject to the Student Code.

Specifically:

- Posting photos or comments that would be off-topic in a classroom are still off-topic in a discussion thread.
- Off-color language is never appropriate.

- Using angry or abusive language is called "flaming" and is not acceptable.
- Do not use ALL CAPS, except for titles, since it is the equivalent of shouting online, as is overuse of certain punctuation marks such as exclamation points (!!!!) and question marks (?????).
- Online communications, including messages in Canvas, are the property of the University. Privacy regarding University mail and Canvas messaging communications must not be assumed unless mutually agreed upon in advance.

Concerns regarding coursework may arise during the program. We encourage you to stop and pause before responding to a course situation or course / program related email. Expressing thoughts or concerns is encouraged but professional manner is expected.

CONSEQUENCES OF UNPROFESSIONAL BEHAVIOR

Students are held responsible for content presented in their communications and in class or clinical settings. Students whose behavior is unprofessional will receive sanctions, which may include but are not limited to:

- class or clinical grade being lowered
- failing a course
- probation
- suspension
- dismissal from the class or program, and/or from the University of Utah.

When problem behaviors are identified:

- the involved faculty member will counsel the student on the unacceptable behavior and indicate what type of behavioral change is expected and within what time frame
- Faculty or staff will document the unacceptable behavior and actions taken in the student's file
- In addition, the faculty will notify the appropriate specialty director(s) and the Assistant Dean for MS & DNP programs.
- If a decision regarding program progression needs to be made
 - the student's case may be brought forth to the DNP Program Committee
 - In all cases where an academic sanction is being considered, the Assistant Dean of Student Services and the Associate Dean for Academic Programs will be notified
 - The student will be given a copy of the documentation submitted to his/her file.

The College of Nursing identifies unprofessional behavior as a cause for an academic dismissal. An academic action may be overturned on appeal only if the academic action was arbitrary or capricious (i.e. all of the important facts were not considered). If the student believes that the academic sanction taken against them was arbitrary or capricious, the student may appeal by following the policies and procedures set forth in the University of Utah Student Code

<https://regulations.utah.edu/academics/guides/students/studentRights.php>

ACADEMIC ACTIONS AND PERFORMANCE REQUIREMENTS

Students in good standing will automatically advance to the next level of the program. Good standing is defined as having passed all courses to date, successfully completed all academic requirements, achieved required levels of competency, and passed appropriate clinical evaluations, as well as demonstrating professional behavior and upholding the American Nurses Association Code of Ethics.

In addition to course faculty, the DNP Program Committee has the authority to impose an academic action based on a student's performance in a course, delayed course completion and/or failures in attitude, failure to uphold the code of ethics and/or lapses in professionalism.

"Academic action" means the recording of a final grade (including credit/no credit and pass/fail) in a course, on a comprehensive or qualifying examination, on a culminating project, or on a project, dissertation, or thesis. It also includes a decision by the appropriate department or college committee to place a student on academic probation, or to suspend or dismiss a student from an academic program because the student failed to meet the relevant academic standards of the discipline or program. The term "academic action" does not include the decision by a department or program to refuse admission of a student into an academic program. Academic action also does not include academic sanctions imposed for academic misconduct or for professional misconduct.

"Academic misconduct" includes, but is not limited to, cheating, misrepresenting one's work, inappropriately collaborating, plagiarism, and fabrication or falsification of information. It also includes facilitating academic misconduct by intentionally helping or attempting to help another to commit an act of academic misconduct. The University of Utah policies on plagiarism and cheating are clear (<https://regulations.utah.edu/academics/6-400.php> Section V).

POLICIES RELATED TO CHEATING AND PLAGIARISM

The University of Utah policies on plagiarism and cheating are clear. The University of Utah Student Code defines academic misconduct as: Academic misconduct includes, but is not limited to, cheating, misrepresenting one's work, inappropriately collaborating, plagiarism, and fabrication or falsification of information... It also includes facilitating academic misconduct by intentionally helping or attempting to help another to commit an act of academic misconduct.

"Cheating" involves the unauthorized possession or use of information, materials, notes, study aids, or other devices in any academic exercise, or the unauthorized communication with another person during such an exercise. Common examples of cheating include, but are not limited to, copying from another student's examination, submitting work for an in-class exam that has been prepared in advance, violating rules governing the administration of exams, having another person take an exam, altering one's work after the work has been returned and before resubmitting it, or violating any rules relating to academic conduct of a course or program.

Misrepresenting one's work includes, but is not limited to, representing material prepared by another as one's own work; submitting the same work in more than one course without prior permission of both faculty members.

"Plagiarism" means the intentional unacknowledged use or incorporation of any other person's work in, or as the basis for, one's own work offered for academic consideration or credit, or for public presentation. Plagiarism includes, but is not limited to, representing as one's own, without attribution, any other individual's words, phrasing, ideas, sequence of ideas, information or any other mode or content of expression.

Plagiarism has many forms and includes but is not limited to:

- Copying and pasting from the internet without a citation or appropriate documentation.
- Copying and pasting from another student's work.
- Copying and pasting any work that you did not create and claim it as your own.
- Copying and pasting another care provider's clinical notes or documentation.
- Submitting the same work from a previous course to receive credit in a subsequent course without prior approval from faculty (this is self- plagiarism).

"Fabrication or falsification" includes reporting experiments or measurements or statistical analyses never performed; manipulating or altering data or other manifestations of research to achieve a desired result; falsifying or misrepresenting background information, credentials or other academically relevant information; or selective reporting, including the deliberate suppression of conflicting or unwanted data. It does not include honest error or honest differences in interpretations or judgments of data and/or results.

Consequences of violating the student code include but are not limited to the following:

- Grade reduction
- Failing grade for assignment and/or course
- Probation
- Suspension or dismissal from the program or the College of Nursing
- Suspension or dismissal from the University
- Revocation of the student's degree or certificate

Please note: Sanctions may also include a written reprimand, and/or a written statement of misconduct that can be put into an appropriate record maintained for purposes of the profession or discipline for which the student is preparing.

ACADEMIC PROBATION

In the College of Nursing, students may be placed on academic probation for:

- academic misconduct (as defined above)
- receiving a grade below "B-" in a required nursing course
- inappropriate or unsafe clinical performance
- unprofessional behavior, including, but not limited to meeting clinical placement

requirements (i.e. paperwork required by clinical practice partners)

In order to remain in the program, a course receiving a “B-“ or below must be retaken the next semester the course is offered, pending space availability. Once placed on academic probation, the student is required to meet with the program manager to plan a continued course of study. The plan shall be submitted to the DNP Program committee for approval. Nursing courses may only be retaken once.

SUSPENSION/DISMISSAL

A recommendation for suspension or dismissal from the program may be made to the Dean of the College of Nursing by the DNP Program Committee based on academic performance, as defined in the “Student Code” (<https://regulations.utah.edu/academics/6-400.php> Section IV) when the student:

- fails to meet academic requirements of a course
 - receives a grade of “C+“ or lower in the same nursing course twice
 - receives grades of “C+“ or lower in two nursing courses during the student’s enrollment in the program
- fails to meet academic requirements of the program
 - fails to maintain a cumulative GPA of 3.0

A recommendation for suspension or dismissal from the program may be made to the Dean of the College of Nursing by the DNP Program Committee based on academic misconduct, as defined in the “Student Code” (<https://regulations.utah.edu/academics/6-400.php>), which includes but is not limited to:

- cheating, inappropriately collaborating, plagiarism, and fabrication or falsification of information

Students may also be recommended for suspension or dismissal based on behavioral misconduct, as defined in the “Student Code” (<https://regulations.utah.edu/academics/6-400.php> Section IIIA), which includes but is not limited to:

- acts of dishonesty
- physical assault
- unauthorized use of equipment
- disruptive behavior
- violation of federal, state or local civil or criminal law

Professional misconduct, defined in the “Student Code” (<https://regulations.utah.edu/academics/6-400.php>) may also result in recommendation for suspension or dismissal. This recommendation may result when a student:

- violation of professional or ethical standards of the profession of nursing (defined above)
- has demonstrated character, personality or behavior unsuitable for the practice of nursing, lacks motivation or is emotionally unstable. This includes but is not limited to substance abuse, aggression, abusiveness, cheating, dishonesty, etc.
- has additional automatic actions after being placed on probation

AUTOMATIC ACTIONS

The following academic actions are automatic and shall be imposed after confirming that the facts that serve as the basis for the automatic action actually occurred, (e.g. a student did in fact fail a course).

Trigger	Situation	Consequence
Inadequate GPA	Cumulative GPA <3.0	<ul style="list-style-type: none">• Academic probation• One semester allowed to increase GPA, or recommendation for dismissal will be made
Academic misconduct	See definitions below	<ul style="list-style-type: none">• Academic probation• Further incidence will result in recommendation for dismissal
Patient safety issue	Inappropriate or unsafe clinical performance	<ul style="list-style-type: none">• Academic probation• Further incidence will result in recommendation for dismissal
Unprofessional behavior	See professionalism expectations	<ul style="list-style-type: none">• Academic probation• Further incidence will result in recommendation for dismissal
Two failed courses	Course grade < “B-” in any graduate nursing course at any level of the program	<ul style="list-style-type: none">• Student will cease progression through the program• Student must re-take the course, when available• On successful completion of the course, student may petition for re-entry into the program• If approved, student will enter the program at the next level
Two failed courses	Any 2 courses included student’s program of study	<ul style="list-style-type: none">• Student will be recommended for dismissal from the program

ACADEMIC DUE PROCESS

All students have the right to appeal an academic action, including a final grade in a course (see Appendix A), a decision by the DNP Program committee to place a student on academic probation, documented reprimand or recommendation for suspension or dismissal (see Appendix B). Students are notified as soon as possible after a grade or other academic action is imposed and have the right to appeal on the grounds that the action was arbitrary or capricious, following the guidelines outlined by the College of Nursing Academic Appeals and University policies. A recommendation for suspension or dismissal from a program is to be brought to the DNP Program Committee by the Specialty Track Director and subsequently to the Dean and to the Academic Appeals Committee. An Academic Appeals Committee hearing

may occur (see Appendix B). Further information can be found in the [University Code of Student Rights and Responsibilities](#), Section IV.B. Appeals Process and Section V.C. Student Academic Conduct.

For the purpose of these policies, arbitrary and capricious means that there was no principled basis for the academic action or sanction, and it was not in accordance with applicable policies. With regard to course grades, arbitrary and capricious means:

- The assignment of a course grade on some basis other than performance in the course; or
- The assignment of a course grade by unreasonable application of standards different than those applied to other students in the same course; or
- The assignment of a course grade by a substantial, unreasonable and unannounced departure from the instructor's previously announced standards

STUDENT RIGHTS REGARDING ACADEMIC ACTIONS

Students have the right to access their academic files as provided by the University of Utah Student Code (<https://regulations.utah.edu/academics/6-400.php>, Section VII). Students with complaints, inquiries or requests for review of official records should address them to the Office of Student Services and Academic Affairs. Access to the student's official file in the Office of Student Services is subject to the following limitations:

- Reasonable and non-discriminatory rules and regulations may be made as to time, place and supervision
- Restrictions may be imposed with respect to materials furnished by others to which the student has waived rights of access (such as letters of reference and recommendations)

APPEAL OF ACADEMIC ACTIONS

The College of Nursing follows the appeals policies of the University of Utah Code of Student Rights and Responsibilities. All references to "days" are understood to mean business days.

Appealing an Academic Action Related to Final Failing Grade in a Course

Students who wish to appeal any academic action should first review the University of Utah Student Handbook (<http://registrar.utah.edu/handbook>). The process for grade appeal can be found in Appendix A.

Appeal an Academic Action Related to Recommendation for Suspension or Dismissal

All recommendations for suspension or dismissal in the College of Nursing are submitted to the DNP Program committee. The DNP Program committee will review the circumstances and forward a recommendation to the Dean. Students who wish to appeal an academic action resulting in suspension or dismissal should review the University of Utah Student Handbook (<http://registrar.utah.edu/handbook>). The process for appealing a recommendation for suspension or dismissal can be found in Appendix B.

ACADEMIC MISCONDUCT AND APPEALS COMMITTEE

The Academic Misconduct and Appeals Committee of the University of Utah College of Nursing provides students and faculty with a vehicle for the making of decisions relative to student contested academic actions, academic sanctions for misconduct, and recommendations for dismissals from an academic program. The Committee functions in accordance with the directives outlined in the University of Utah Code of Student Rights at <https://regulations.utah.edu/academics/6-400.php>.

COLLEGE OF NURSING POLICIES

SOCIAL MEDIA POLICY

When using social media, students are expected to act with courtesy and respect toward others. Regardless of where or when they make use of these media, students are responsible for the content they post or promote. Students may be subject to action by the University for posting or promoting content that substantially disrupts or materially interferes with University activities or that might lead University authorities to reasonably foresee substantial disruption or material interference with University activities. This action may be taken based on behavioral misconduct and may range from a reprimand or failing grade to dismissal from a program or the University.

INTERACTIVE VIDEOCONFERENCING

Any dialogue you engage in on interactive video conferencing sites that the University of Utah supports, such as ZOOM, is publicly available. This is true even in “private” chat rooms or while “instant messaging.” Professional dialogue and behavior are expected at all times.

DRESS CODE/UNIFORM POLICY

Students will be required to wear a student name badge, appropriate attire and maintain appropriate hygiene and grooming while in clinical settings utilized by the College of Nursing. Professional dress and actions are expected at all times in clinical areas. A University ID card which includes name and “Specific Track name DNP Student” is required. It must be worn AT ALL TIMES IN CLINICAL AREAS. ID badges will be available at orientation.

ATTIRE

General considerations are listed below. Institutional requirements for specific clinical agencies that may further define dress codes will be adhered to in those institution.

Requirements:

- Casual business attire or scrubs as appropriate for the clinical site
- You will wear a clean, white lab coat if required by your preceptor
- You must wear your DNP name badge identifying you as a student at all times when at your clinical site
- Clothes should be clean, pressed, and free from tatters and holes, and should not be too tight
- Closed toe shoes that are in good condition, and are conservative in style
- Jewelry, including necklace, rings and earrings that are conservative in size, style and color

- Limit two earrings per lobe in conservative colors and size
- Ear gauges should be plugged closed with plugs matching skin tones

Not allowed at any time:

- Shorts, cargo pants, hats, sunglasses, miniskirts, denim, tank tops, crop tops, spaghetti straps, low-cut tops
- Open toe shoes of any kind (including sandals), slippers or bare feet
- Exposed piercings on eyebrow, tongue, cheek, lip, nose (policy varies among organizations)
- Visible tattoos (policy varies among organizations)
- Extremely long nails; neon or distracting nail colors are not acceptable
- Artificial nails may not be worn in clinical areas (infection risk)

BREAST FEEDING AND BREAST PUMPING POLICY

University Student Code protects the rights of all groups of students to have a classroom environment that is conducive to learning. Our College strongly supports breastfeeding and breastfeeding success, which includes pumping of breastmilk while students are separated from their babies.

- In accordance with University of Utah policy, attendance in class is restricted to only those who are registered or guests who have prior faculty approval
- Students are allowed by all course instructors, without penalty, time to leave class to pump breastmilk or breastfeed their infant whenever they need to, up to one year after the birth of the baby
- The College provides a private, dedicated lactation room on the 3rd floor of the College of nursing for breastfeeding and pumping
- Students must communicate their needs for leaving the classroom to breastfeed or pump breast milk to the course instructor
- Students are responsible to make alternative arrangements for obtaining missed content
- For students needing accommodation in the clinical setting to express breast milk, students must contact their instructor or preceptor prior to leaving the clinical area for a mutually-agreeable, reasonable time. Flexible break time or meal time can be used for this accommodation. The College has no responsibility or control of the availability and/or quality of lactation facilities in a clinical area. The student is responsible for finding a location, bringing necessary supplies, and storing expressed breast milk.

EDUCATIONAL RECORDS AND PRIVACY RIGHTS

The University of Utah College of Nursing student records are governed by the Family Educational Rights and Privacy Act (FERPA). FERPA grants to all University students the following basic rights:

- The right to request access to your education records
- The right to have your education records protected from disclosure except in certain limited circumstances

- The right to designate basic directory information (e.g. name, address, telephone number, dates of attendance, etc.) as part of your private education records
- The right to seek an amendment to education records that are inaccurate, misleading or in violation of your privacy rights
- The right to complain to the U.S. Department of Education should your FERPA rights be violated

The University of Utah and the College of Nursing are committed to protecting the privacy rights of students. In general, student records, files or general information are NOT released to anyone other than the student. The College of Nursing will not give out scholastic or personal information about students. The College will take messages in an emergency situation but will NOT provide families or friends with the means to contact the student.

For more information about each of these rights and about the processes for exercising these rights, please refer to the website of the University's Registrar at <http://registrar.utah.edu/handbook/ferpa.php>

INFORMATION SECURITY POLICY

The University of Utah Health Sciences has adopted a policy of using only encrypted devices for students. Steps to encrypt your laptop are included in the Pre-Orientation Canvas course. Additional information is available at <http://encryption.uucon.org/>

Under normal circumstances students will not keep Protected Health Information (PHI) on their personal computers or USB thumb drives. However, if it becomes necessary to do so, students must abide by the [University of Utah's Information Technology Resource Security Policy](#) and only keep PHI on encrypted laptops or USB thumb drives.

Violation of the policy may result in disciplinary action in accordance with University policies. If you have any questions or concerns, you should contact the Office of Information Technology, IT_policy@utah.edu.

TECHNICAL REQUIREMENTS FOR COMPUTERS

Access to a laptop or PC is necessary for the nursing program. The following are recommended minimum requirements for your computer:

- Encryption is required (<http://encryption.uucon.org/>)
 - Must adhere to current Health Sciences encryption policy
- Operating system
 - Windows 10 (recommended)
 - Mac OS X 10/9 or later
- Intel® Core i5 Processor (or better) (Intel M Processors are not recommended)
- 4 GB RAM
- 20 BG available hard drive space
- Wireless NIC (Network Interface Card)

- Webcam, microphone and speakers

COLLEGE GOVERNANCE

COLLEGE OF NURSING COMMITTEES

Students are invited and encouraged to become student representatives on various College of Nursing Committees. The work of each committee is important and varied. Student membership is sought for the following standing committees:

- College Council
- Retention, Promotion and Tenure Oversight (RPT)
- Awards and Recognition Committee
- Program Committees (Baccalaureate, Mater's Doctoral, PhD)
- Outreach and Inclusion Committee
- Academic Appeals Committee (ad hoc)
- College Student Council (CSC) for CON
- Emergency Preparedness Committee

In addition, students are often invited to participate in ad hoc committees that are formed to address specific short-term needs of the College.

SIGMA THETA TAU INTERNATIONAL

Honor Society of Nursing (Gamma Rho Chapter)

Gamma Rho Chapter serves the needs of members from the College of Nursing at the University of Utah Health Sciences Center (UUHSC) and throughout the state. Check the Gamma Rho website (<http://nursing.utah.edu/sigma-theta-tau/index.php>) or one of the officers for more information.

STUDENT LIFE RESOURCES

GETTING U-CONNECTED

To access online resources at the University, students must have a UNID (University Network ID), password and U or U email account. Step-by-step instructions for setting up ID, password and email can be found at https://it.utah.edu/help/it_guides/new_student_guide.php.

For students new to the University, the UNID can be found on the official acceptance notification from the U. Initial password is the student's birthday; month, day and year (00/00/00). This will be changed on the first entry into the system. Former University of Utah students are able to continue using the existing UNID. Contact Campus Helpdesk at 801-581-4000 for assistance.

Check your Umail regularly as this is the official and only communication format of the University of Utah. All correspondence from your faculty and the Office of Student Services will be conducted through Canvas and Umail. Do not use personal or industry email addresses (such

as Gmail, yahoo, imail, etc) for any University-related communication. Email sent to our central server can also be forwarded to any other existing email accounts on or off campus, if you choose. However, do not forward emails with “Protected Health Information.” For step-by-step instructions visit www.it.utah.edu and follow the appropriate links.

UNIVERSITY COMMUNICATION (UMAIL)

A Umail account through the University is required. You must set up your Umail account as soon as you are accepted to the University of Utah.

Check your Umail regularly as this is the official and only communication format of the University of Utah. All correspondence from your faculty and the Office of Student Services will be conducted through Canvas and Umail. Do not use personal or industry email addresses (such as Gmail, yahoo, imail, etc) for any University-related communication. Email sent to our central server can also be forwarded to any other existing email accounts on or off campus, if you choose. However, do not forward emails with “Protected Health Information.” For step-by-step instructions visit www.it.utah.edu and follow the appropriate links.

UCARD

Students are required to have a U Identification Card. Two locations exist that furnish the UCard. (<http://www.ucard.utah.edu>):

- Ray Olpin Student Union Building
200 South Central Campus Drive #225
Office hours: Mon-Fri, 8:00 am-6:00 pm
- Hospital Acute Care Center (ACC), LL2, Room B106
Office hours: Mon-Fri, 9:00 am-5:00 pm

UNIVERSITY SAFETY STATEMENT

The University of Utah values the safety of all campus community members. In an emergency, dial 911 or seek a nearby emergency phone (located throughout campus). To report suspicious activity or to request a courtesy escort, call campus police at 801-585-COPS (801-585-2677). Important emergency alerts and safety messages regarding campus safety can be received via text message.

The University of Utah seeks to provide a safe and healthy experience for students, employees and others who make use of campus facilities. In support of this goal, the University has established confidential resources and support services to assist students who may have been affected by harassment, abusive relationships, or sexual misconduct. A detailed listing of University resources for campus safety can be found at <https://registrar.utah.edu/handbook/campussafety.php>. For more information regarding safety and to view available training resources, including helpful videos, visit safeu.utah.edu. Personal well-being is key to personal safety. For crisis, call 801-587-3000 for help.

The University has additional resources to promote emotional and physical wellness, including:

- The **Counseling Center** (<https://counselingcenter.utah.edu>)

- The **Wellness Center** (<https://wellness.utah.edu>)
- The **Women's Resource Center** (<https://womenscenter.utah.edu>)

Counselors and advocates in these centers can help guide students to other resources to address a range of issues, including substance abuse and addiction.

SEXUAL HARASSMENT

The University of Utah expects members of the University community to treat one another with respect. Sexual harassment is a violation of Title IX of the Educational Amendments of 1972, and is a violation of University policy. All questions or concerns will be treated with complete confidentiality. For further information contact the Office of Equal Opportunity and Affirmative Action at 801-581-8365 or visit <https://regulations.utah.edu/general/1-012.php>.

ADDRESSING SEXUAL MISCONDUCT

Title IX makes it clear that violence and harassment based on sex and gender (which includes sexual orientation and gender identity/expression) is a civil rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, color, religion, age, status as a person with a disability, veteran's status or genetic information. If you or someone you know has been harassed or assaulted, you are encouraged to report it to the Title IX Coordinator in the Office of Equal Opportunity and Affirmative Action, 135 Park Building, 801-581-8365 (<https://oeo.utah.edu/>), or the Office of the Dean of Students, 270 Union Building, 801-581-7066. For support and confidential consultation, contact the Center for Student Wellness, 426 SSB, 801-581-7776. To report to the police, contact the Department of Public Safety, 801-585-2677(COPS).

MARRIOTT WRITING CENTER

The University Writing Center provides writing consultations for students inside the Marriott Library, Room 1180B. Funded by the Graduate School of the University of Utah and staffed by expert writing fellows, the new Graduate Writing Center is ready to help graduate students in all disciplines with their writing projects. Our goal is to help you become a more confident writer. <https://writingcenter.utah.edu/grad-student-services.php>

COUNSELING CENTER

The [University Counseling Center](#) (UCC) provides developmental, preventive, and therapeutic services and programs that promote the intellectual, emotional, cultural, and social development of University of Utah students. The Center helps students resolve existing problems, prevent potential problems, and develop new skills that will enrich their lives. Call 801-581-6826 during business hours and the 24/7 Crisis line at 801-587-3000 after hours.

CENTER FOR STUDENT WELLNESS

Personal concerns such as stress, anxiety, relationship difficulties, depression, cross-cultural differences, etc., can interfere with a student's ability to succeed and thrive at the University of Utah. For helpful resources contact the Center for Student Wellness at www.wellness.utah.edu or 801-581-7776.

VETERANS CENTER

The University has a Veterans Support Center on campus. They are located in the Olpin Union Building, Room 161; hours Mon-Fri 8-5 pm. Please visit <https://veteranscenter.utah.edu/> for more information about the support they offer, a list of ongoing events and links to outside resources.

LGBTQ RESOURCE CENTER

The University of Utah offers support for members of the LGBTQ Community through its Resource Center, located in the Olpin Union Building, Room 409; hours Mon-Fri 8-5 pm. Visit <https://lgbt.utah.edu/> for additional information about the support they offer, a list of events through the Center, and links to additional resources.

LEARNERS OF ENGLISH AS AN ADDITIONAL/ SECOND LANGUAGE

Several resources are available on campus offering support for language development and writing for those new to the English language. These resources include the Department of Linguistics EAS program (<https://linguistics.utah.edu/>), the Writing Center (<http://writingcenter.utah.edu>), the Writing Program (<http://writing-program.utah.edu>), and the English Language Institute (<http://continue.utah.edu/eli>).

Appendix A: Appealing an Academic Action Related to Academic Performance

Student Discusses Action with Course Faculty

A student who believes that an academic action (e.g. an assigned grade) was arbitrary or capricious should first discuss the action with the involved faculty member and attempt to resolve the disagreement. The student should notify the faculty within twenty (20) business days of the action, e.g. posting of a grade. The appeals process follows Section IV: Student Academic Performance and Appeals Process outlined in the [“Student Code” – Policy 6-400](#)



If No Resolution, Student Files Appeal to Program Director Level

The course faculty has ten (10) days to respond to a student appeal. If the student and faculty member are unable to resolve the disagreement, the student will take the appeal to the appropriate Assistant Dean (Undergraduate, MS, DNP, PhD, Gerontology Interdisciplinary Program) for resolution.



If No Resolution, Student Files Appeal to Associate Dean Level

If the student and Assistant Dean are unable to resolve the disagreement, the student shall appeal the academic action in writing to, and consult with, the Associate Dean for Academic Programs at the College of Nursing within forty (40) days of receiving notification of the academic action.



Associate Dean Determines Validity of Action

Within fifteen (15) days of consultation with the student, the Associate Dean of Academic Programs will notify the student and faculty member, in writing, of his/her determination whether the academic action was arbitrary or capricious and the basis for that decision. If the Associate Dean determines that the academic action was arbitrary or capricious, the Associate Dean will take appropriate action to implement his/her decision, unless the faculty member appeals the decision.



If Student or Faculty Disagrees, They May Make Formal Complaint

If either party disagrees with the Associate Dean's decision, the party may appeal to the College of Nursing Academic Appeals Committee within fifteen (15) days of notification of the Associate Dean's decision. **When the Academic Appeals Committee is initiated, this constitutes a formal complaint.**

The written appeal is sent to the Academic Appeals Committee chair, with a copy to the other party, which has five (5) business days to submit a written response. The chair will schedule a hearing date and notify the parties in writing of the date of the hearing, the names of the Committee members, and the procedures as outlined in the University regulations (see ["Student Code" – Policy 6-400 – Section IV](#)) by at least fifteen (15) days prior to the hearing, such that the scheduling of a hearing is coordinated with all committee members (faculty and students, relevant staff and committee advisors).



Appeals Committee Presents Decision to Dean

To overturn the original action, the Academic Appeals Committee must find that the academic action was arbitrary and/or capricious. The committee chair shall prepare a written report of the committee's findings and recommendations and present it to the Dean of the College of Nursing within ten (10) days after the conclusion of the hearing.



Dean's Decision is Final within the College of Nursing

The Dean of the College considers the documentation submitted and will, within ten (10) days, take one of the following actions: a) accept the committee's findings; b) return the report to the Committee chair, requesting the committee to reconvene to reconsider or clarify; or c) reject all or parts of the committee's findings. The Dean's decision is final within the College of Nursing. Written notification of the Dean's decision will be sent to the parties, the chair of the Academic Appeals Committee and to the Senior Vice President for Health Sciences within 10 days.



If Student Disagrees, They May Make Appeal to the SVP of HS

The student has a final option to appeal the Dean's decision to the Senior Vice President for Health Sciences within ten (10) days after receipt of the decision. The student must file a written notice of appeal with the SVP for HS



SVP Makes Final Determination

The Senior Vice President for Health Sciences will consider the appeal and response to the appeal and will make a final determination. The decision of the Senior Vice President for Health Sciences is final. Written notification of the decision shall be communicated to the parties, to the Academic Appeals Committee chair, and to the Dean within ten (10) business days after receipt of the appeal. The Dean shall take appropriate action to implement the final decision.

Appendix B: Appealing Recommendation for Dismissal for Professional/Academic Misconduct

Complaint of Misconduct

Upon receipt of a complaint or discovery of professional or academic misconduct, the faculty member shall make reasonable efforts to discuss the alleged academic misconduct with the accused student no later than twenty (20) business days after receipt of the complaint, and give the student an opportunity to respond. Within ten (10) business days thereafter, the faculty member shall give the student written notice of the academic sanction, if any, to be taken and the student's right to appeal the academic sanction. The appeals process follows Sections IV and V outlined in the ["Student Code" – Policy 6-400](#)



Recommendation for Dismissal from a Program

Recommendation for probation, suspension, or dismissal from a program must be submitted in writing within thirty (30) business days of the misconduct, to the appropriate faculty committee authorized to evaluate the recommendation; the Baccalaureate Admissions and Advancement Committee for BSN students; MS, DNP or PhD program committees for graduate students. Supporting documentation and rationale must be included in the written recommendation. The committee evaluates the complaint and forwards a written recommendation for action, if any, to the Dean within ten (10) business days, and notifies the student of the complaint and recommendation.



Dean Evaluates Recommendation

Upon receipt of a recommendation, the Dean will within a reasonable time, discuss the alleged misconduct with the accused student, giving the student the opportunity to respond. The Dean, or the Dean's designee, may interview the complaining party and any other persons believed to have pertinent factual knowledge of the allegations. The Dean may also review any other relevant evidence. The Dean shall determine if there is a reasonable basis to believe the student engaged in academic, behavioral or professional misconduct.

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graph TD; A[ ] --> B[Dean Dismisses Recommendation]; A --> C[Dean Accepts Recommendation]; B --> D[Dean Reaches Informal Solution]; C --> E[Dean Refers to Academic Appeals Committee]; E --> F[Proceedings before the Academic Appeals Committee];
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Dean Dismisses Recommendation

If the Dean determines that there is no reasonable basis to believe the student has engaged in professional or academic misconduct, the Dean will notify the student within twenty (20) days of receipt of the complaint, and the matter will be dismissed

Dean Accepts Recommendation

If the Dean determines that there is a reasonable basis for believing that the student engaged in misconduct, he/she will determine whether efforts at informal resolution are appropriate and, if so, will take whatever steps are useful to that end within twenty (20) days of receipt of the complaint.

Dean Reaches Informal Solution

If an informal resolution is reached and the responding student complies with the terms and conditions of the resolution, no further action against the student will be taken and the matter will be closed.

Dean Refers to Academic Appeals Committee

If informal resolution is inappropriate, or if efforts at informal resolution are not successful, the Dean shall, within twenty (20) days of receipt of the complaint, refer the complaint, including his or her recommendations for sanctions, to the Academic Appeals Committee, and so notify the student in writing.

Proceedings before the Academic Appeals Committee

The student responding to the complaint and recommendations may deliver his/her response to the chair of the Academic Appeals Committee, with a copy to the Dean, no later than five (5) days after receipt of the complaint and recommendations. The Committee chair will schedule a hearing following the guidelines in the [University of Utah Student Code](#) Section V:C and VI:C. Proceedings Before the Academic Appeals Committee



Review and Decision by the Senior VP for Health Sciences

The Academic Appeals Committee chair prepares a written report of the committee's findings and recommendations and presents it to the SVP of Health Sciences within ten (10) business days after the conclusion of the hearing.

The SVP shall consider the documentation submitted and based on such review, and without conducting further hearings, shall, within ten (10) business days take one of the following actions: a) accept the findings and recommendations; b) return the report to the Academic Appeals Committee for reconsideration or clarification, or c) reject all or parts of the Committee's findings, stating reasons and actions to be taken.



Appeal to President

Within ten (10) business days of receipt of the SVP's decision, any party may appeal the decision by filing a written notice of appeal with the president and delivering a copy to the other party. The other party may file a response to the appeal with the president within five (5) business days of receipt of the appeal.